

APA Checklist for Final Papers

Prepared by S. Eaton, University of Calgary

This is not an exhaustive checklist. It merely highlights some of the most common errors students make when they submit an APA-style research paper.

✓	Item
	Serif, 12-point font used (Times New Roman is preferred)
	Running head is in the same font as the rest of the paper.
	The Running head is 50 characters or fewer.
	Every page has a page number, including page 1.
	Page numbers are in the upper right-hand corner of the page.
	Page numbers are in the same font as the rest of the paper.
	The interior pages have a page heading, but do not have the words "Running head".
	No extra line spaces anywhere in the paper. Consistent double-spacing throughout.
	No single spacing anywhere in the paper.
	Every paragraph is indented by one tab.
	The introduction does not carry a heading of any kind (i.e. Omit the word "Introduction". It's obvious that's what it is.)
	Headings conform to APA standards (see p. 62-63 of the APA manual)
	First names or initials of other authors or researchers do not appear in the body of the paper. Surnames only.
	Write out full words instead of using contractions.
	Every direct quotation includes a page number with the citation.
	References are double-spaced.
	There are no extra line spaces in between sources in the list of References. Consistent double spacing throughout.
	The date of every source listed in the References matches the dates of citations in the body of the paper. There should be no discrepancy between the dates of sources cited in the body of the paper and those listed in the references.
	Hyperlinks are disabled in the references. URLs are not underlined or hyperlinked.
	Every figure and table is labeled below (not above) and numbered, as per APA standards.